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21 May 1986

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Acting Director of Logistics

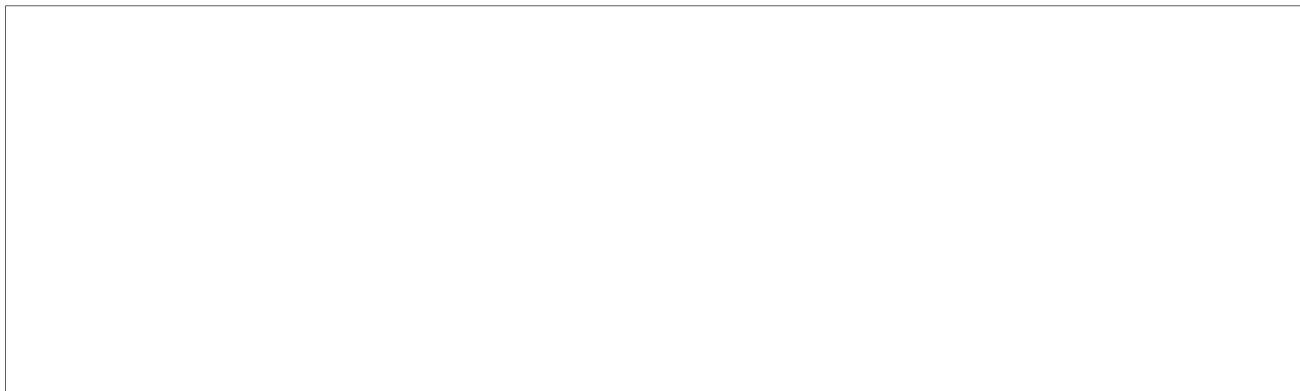
25X1 SUBJECT: Report of Significant Logistics Activities for
the Period Ending 20 May 1986

1. Events of Major Interest That Have Occurred During the
Preceding Week:

* a. The Office of Logistics will release a competitive solicitation by June 1986 for software packages to stock the Agency Software Store to be established within the Headquarters Building by the end of the fiscal year. The Software Store will allow Agency employees to purchase personal computer IBM-compatible software or borrow on a one-day turnaround.

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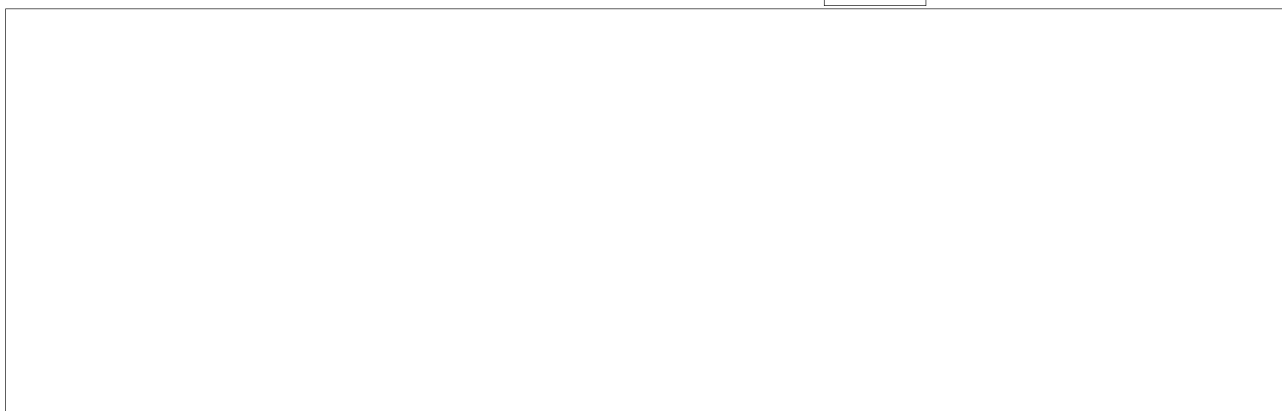
* e. On 15 May, the Office of Logistics presented a performance award fee to Eastern Allied Maintenance Corporation senior management totalling \$339,295 for the first two quarters of the fiscal year. The award totalled 91.5 percent of the amount available, and identified excellent performance for the exterior grounds maintenance, support of special Agency functions, short deadlines on renovation projects, security, and cost performance. Deficiencies were identified in several management objectives and in the noticeable decline in custodial support.

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f. Mail & Courier personnel from the Office of Logistics visited the Merrifield Regional Postal Center to discuss delays in mail deliveries to the Agency. Postal officials explained that the system has a built-in delay factor because of the Washington, D.C., address for a Northern Virginia facility. All mail for Washington, D.C. 20505 is channeled into the Main Post Office in D.C. and re-sorted back to Merrifield for delivery to the Agency. A delay of three to five days is average, but if the sort falls on a Friday, it is not unusual for a ten-day delay to occur.

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* h. The Office of Logistics reports that major concrete pours are continuing in the South Tower of the new

Headquarters Building. Of 28 pours scheduled in the South Tower, 14 have been completed so far. The contractor still anticipates completion of all major concrete pours in the entire building by mid-June. Masonry work is also in full swing with stairwells being closed in, equipment rooms being built, and restrooms being enclosed. The first windows, which comprise the interior window wall, have been installed on the second floor of the North Tower. Work on the exterior curtain wall is scheduled to begin in late June. [REDACTED]

i. Representatives of the Carrier Corporation are continuing their efforts in the initial startup of the new chillers in the Headquarters powerhouse. Work is also continuing at the powerhouse to form the large retaining wall which will enclose the cooling tower area. Most major electrical components have been installed and are now being tested by a firm which specializes in high-voltage testing. [REDACTED]

* j. The Office of Logistics provided a copy of a 20-slide briefing on the New Building Project to the Office of Training and Education. This slide presentation will be used by the Secretarial Training Branch in the familiarization training for new secretaries. [REDACTED]

k. On 13 May, representatives from the Office of Logistics attended a General Services Administration (GSA) program on managing asbestos. GSA is inspecting all existing federal buildings and leased space for asbestos-containing materials (ACM). If friable ACM conditions are found, action will be taken to remove, encapsulate, or enclose the material.

Asbestos has been found at the Ames Building in the return-air plenum, and removal will be undertaken in mid-August or as soon as the space can be vacated. At Key Building, the owner has certified compliance with Occupational Safety and Health Administration Standards, as well as those of the Environmental Protection Agency. OL has requested the results of the GSA inspection of all other Agency-occupied buildings. [REDACTED]

S E C R E T

m. On 14 May, a representative from the Office of Logistics inspected the construction progress of the 1,457 square feet of space subleased from Engineering Research Associates. Construction of the space was estimated to be 50-percent complete. Completion of all work is estimated to be late May. This space will be used by the Office of Scientific and Weapons Research in support of a multi-agency program. [REDACTED]

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p. The Director of Logistics kicked off the the 1986 OL Secretarial Conference on 16 May with a presentation and informal discussion on the new secretarial pay plan. The conference was held on 19 and 20 May [REDACTED]

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[REDACTED] The agenda included presentations on the training requirements for the new secretarial pay system; personal vulnerability of CIA personnel; an overview of OL significant

S E C R E T

S E C R E T

activities by the Executive Officer; the secretary in the automated office; a color-awareness presentation; and a problem-solving session with Mrs. Yvonne Rappaport of the University of Virginia.

2. Significant Events Anticipated During the Coming Week:

None.

S E C R E T

OL/NBPO WEEKLY REPORT - PERIOD ENDING 21 MAY 1986

1. Progress Reports on Tasks Assigned by the DCI/DDCI:

None.

2. Items or Events of Major Interest That Have Occurred During the Preceding Week:

Office of Logistics reports that
a. Major concrete pours are continuing in the South Tower of the New Headquarters Building. Of 28 pours scheduled in the South Tower, 14 have been completed so far. The contractor still anticipates completion of all major concrete pours in the entire building by mid June. Masonry work is also in full swing with stairwells being closed in, equipment rooms being built and restrooms being enclosed. The first windows, which comprise the interior window wall, have been installed on the second floor of the North Tower. Work on the exterior curtain wall is scheduled to begin in late June.

b. Representatives of the Carrier Corporation are continuing their efforts in the initial startup of the new chillers in the Headquarters powerhouse. Work is also continuing at the powerhouse to form the large retaining wall which will enclose the cooling tower area. Most major electrical components have been installed and are now being tested by a firm which specializes in high voltage testing.

c. The New Building Project Office/OL provided a copy of a 20-slide briefing on the New Building Project to the Office of Training and Education. This slide presentation will be used by the Secretarial Training Branch of the Secretarial Administrative and Communication Training Division in the familiarization training for new secretaries. (A.

d. The New Building Project Office/OL has resubmitted a request for telephone service in the GSA Construction Trailer, consisting of two relocations, one new instrument, and one additional line for the 23 people now occupying the trailer. This request was originally submitted in February to coordinate with the interior renovations to the trailer workspace, but got caught up in the phone moratorium. With a little luck, the phone request will be serviced before the New Building is completed.

3. Events Anticipated During the Coming Week:

Chief, New Building Project Office

D/OL
C/FMD/OL

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21 May 1986

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MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 20 May 1986 (U)*Will copy
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plus
22 May*1. Events of Major Interest That Have Occurred During the
Preceding Week:

* a. The Office of Logistics will release a competitive solicitation by June 1986 for software packages to stock the Agency Software Store to be established within the Headquarters Building by the end of the fiscal year. The Software Store will allow Agency employees to purchase personal computer IBM-compatible software or borrow on a one-day turnaround.

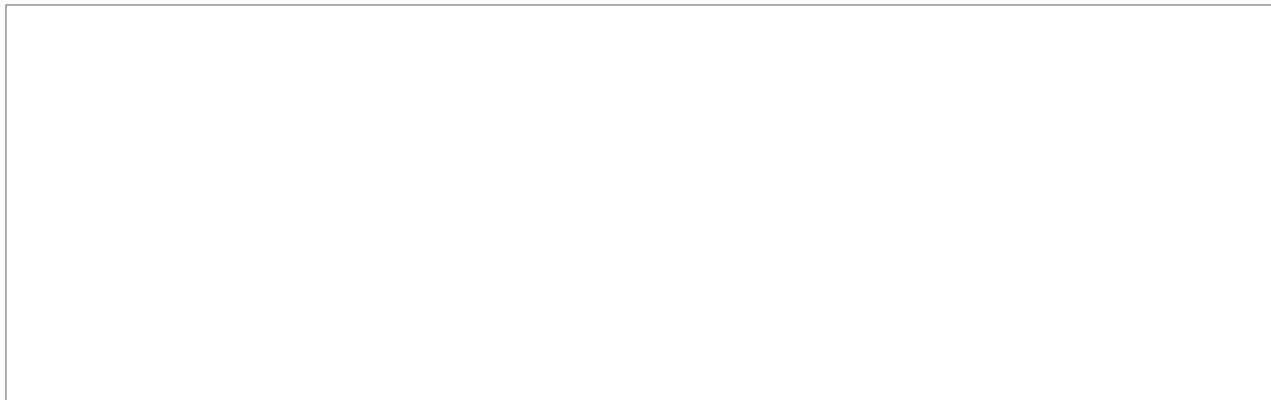
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25X1 Headquarters Building. Of 28 pours scheduled in the South Tower, 14 have been completed so far. The contractor still anticipates completion of all major concrete pours in the entire building by mid-June. Masonry work is also in full swing with stairwells being closed in, equipment rooms being built, and restrooms being enclosed. The first windows, which comprise the interior window wall, have been installed on the second floor of the North Tower. Work on the exterior curtain wall is scheduled to begin in late June. [REDACTED]

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25X1 * j. The Office of Logistics provided a copy of a 20-slide briefing on the New Building Project to the Office of Training and Education. This slide presentation will be used by the Secretarial Training Branch in the familiarization training for new secretaries. [REDACTED]

k. On 13 May, representatives from the Office of Logistics attended a General Services Administration (GSA) program on managing asbestos. GSA is inspecting all existing federal buildings and leased space for asbestos-containing materials (ACM). If friable ACM conditions are found, action will be taken to remove, encapsulate, or enclose the material.

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25X1 [REDACTED]

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[REDACTED] The agenda included presentations on the training requirements for the new secretarial pay system; personal vulnerability of CIA personnel; an overview of OL significant

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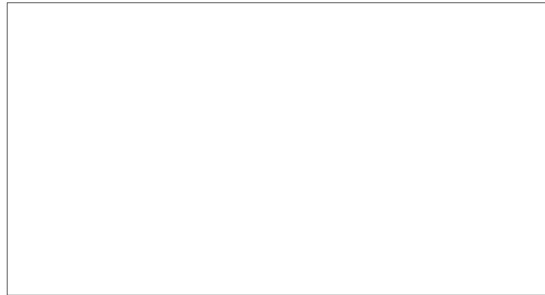
activities by the Executive Officer; the secretary in the automated office; a color-awareness presentation; and a problem-solving session with Mrs. Yvonne Rappaport of the University of Virginia.

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2. Significant Events Anticipated During the Coming Week:

None.

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WEEKLY REPORT FOR PROCUREMENT DIVISION

FOR PERIOD ENDING 20 MAY 1986

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

No
a. At the request of the Office of Information Technology (OIT), a letter contract has been written with Vista Laboratory a Division of Xerox Special Information Systems for the maintenance, user support, and enhancements of the TACK geographic mapping system. A letter contract was necessary so that Xerox could proceed to support the urgent needs of the office. The Automated Data Processing and Engineering Branch, Procurement Division expects to negotiate a definitized contract in the amount of approximately \$225,000.

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b. The Message Handling Facility request for proposal number issued on behalf of the Office of Information Technology/Network Systems Engineering Group/Communications Engineering Division, closed on 12 May 1986 with six proposals received by the Automated Data Processing & Engineering Branch, Procurement Division, Office of Logistics. The technical evaluation and cost evaluation teams are meeting during the week of 19-23 May to perform the preliminary evaluations. It is anticipated that any clarification questions formulated by either of the teams will be provided to the offerors by 6 June with responses due by 20 June 1986.

*
YES
c. The Automated Data Processing and Engineering Branch, ~~Procurement Division intends to~~ release a competitive solicitation by June 1986 for software packages to stock the Agency Software Store to be established within Headquarters by the end of the fiscal year. The Software Store will allow Agency employees to purchase personal computer IBM compatible software ~~from the store inventory or~~ borrow on a one day turnaround.

C O N F I D E N T I A L

d. The Automated Data Processing and Engineering Branch, Procurement Division attended a meeting with the Office of Information Technology and Chase, Rosen and Wallace concerning the status of their Message Handling Facility software contract and the apparent cost overrun of approximately \$100,000 on a contract totalling \$842,435. Upon receipt of the contractor's written notification, the government will have a follow-up meeting to assess its options. (U)

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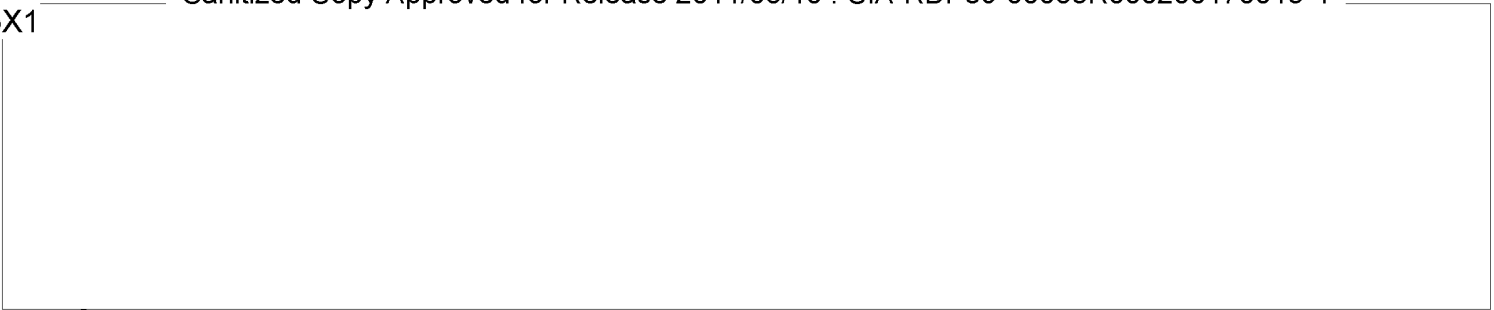
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j. A member of the General Procurement Branch, PD/OL, accompanied by two members of the New Building Project Office, OL, flew to Detroit, Michigan to conduct initial evaluations associated with RFP 86D004. The outcome of this evaluation will be discussed with offerors that have been identified to be within the competitive range with their respective revised proposals due by 1600 hours, 30 May 1986.

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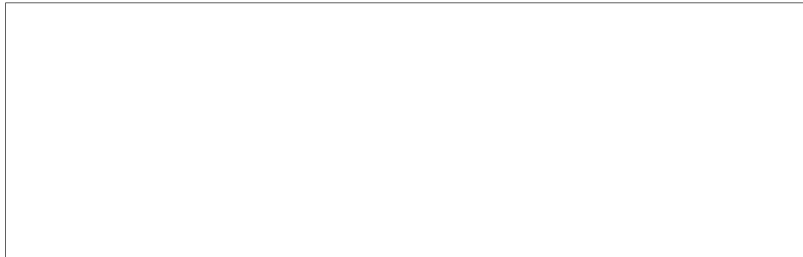
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3. Significant Events Anticipated During the Coming Week

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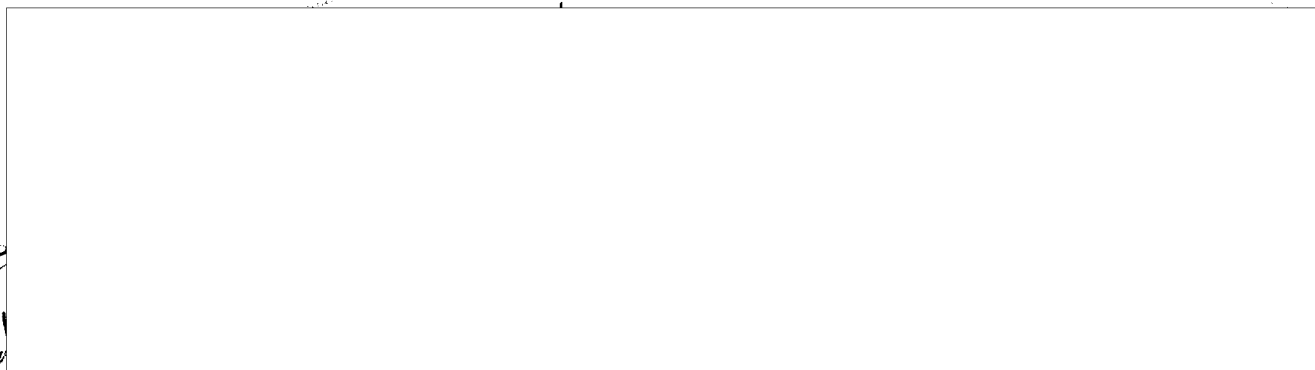
None.



FACILITIES MANAGEMENT DIVISION, OL
WEEKLY REPORT PERIOD ENDING 21 MAY 1986

Events of Major Interest That Have Occurred During the
Preceding Week:

*See
attached*



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*yes
See
attached*

b. On 15 May 1986 at approximately 2025 hours, a Vepco power outage occurred followed by several minutes of line surges and low voltage conditions. Allied restored all powerhouse functions to normal operation within 20 minutes. The power outage caused damage to a motor starter in the P&PD Building; Allied personnel worked through the night and restored service at 0530 hours on 16 May. The outage also caused elevators 5, 6, and 8 to trip off on overload. These were placed back in service at 0600 hours on 16 May. A similar Vepco outage occurred on 18 May and all building systems were brought back on line without disruption. ☐

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yes

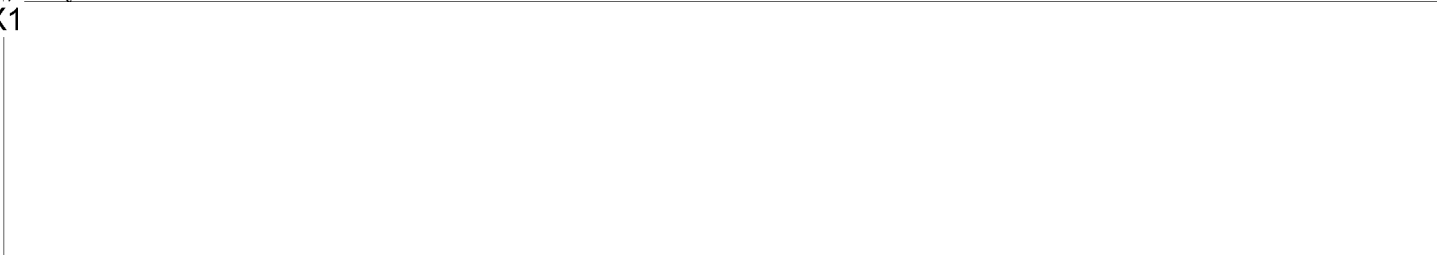
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c. On 17 May 1986 representatives from Allied, Office of Logistics, Safety Division, GSA, BCM Corporation and T.L. Garden & Associates participated in the retesting and inspection of the new smoke detection system for the present Headquarters building. The Agency's acceptance of the new system from GSA will occur upon final completion of punch list items. An informational training session on the working of the new system is scheduled for 13 June at Headquarters. ☐

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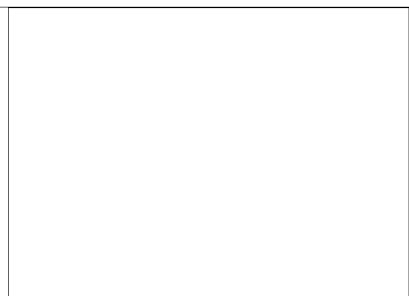
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and yes*



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yes
e. Mail & Courier personnel visited the Merrified Regional Postal Center to discuss delays in mail deliveries to the Agency. Postal officials explained that the system has a built in delay factor because of the Washington, D.C. address for a Northern Virginia facility. All mail for Washington, D.C. 20505 is channeled into the Main Post Office in D.C. and resorted back to Merrified for delivery to the Agency. A delay of three to five days is average, but if the sort falls on a Friday, it is not unusual for a ten-day delay to occur.

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2. Significant Events Anticipated during the Coming Week:

None

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Chief, Facilities Management Division, OL

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PMS WEEKLY REPORT

Period Ending on 20 May 1986

Items or Events of Major Interest That Have Occurred During the
Preceding Week:

110 A meeting was held on 14 May 1986, with Northern Telecom Incorporated, ~~in order~~ to explain the Agency's Foreign Ownership, Control and Interest (FOCI) policy. Northern Telecom intends to come back with a paper setting out what qualifications their products have that make them superior, or unavailable from any other source. They may also come back with suggestions on how they can isolate all or part of Northern Telecom, Incorporated from any FOCI problem. [REDACTED]

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PRINTING AND PHOTOGRAPHY DIVISION

WEEKLY REPORT FOR PERIOD

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15 May - 21 May 1986

I. Items or Events of Major Interest that have Occurred
During the Preceding Week

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NO
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B. Office of Logistics, Printing and Photography Division (OL/P&PD) received an immediate request for a copier in the Counterterrorist Center (a joint project between the Directorate of Intelligence and the Directorate of Operations established by order of the Director of Central Intelligence) to become operational by Tuesday, 27 May 1986. Because P&PD does not have sufficient funds to place new copier equipment, a Savin 7025, though lacking all the desired features, was relocated from another division to satisfy this request.

	THIS PERIOD	THIS FY
REQUESTS RECEIVED	2	117
REQUESTS AWAITING CMP ACTION	37	37
REQUESTS AWAITING PD ACTION	7	7
REQUESTS COMPLETED	2	73
REQUESTS DENIED	1	7
NEW INSTALLS	0	18
RELOCATIONS	1	18
UPGRADES	0	30
REMOVALS	0	0
SITE SURVEYS	0	24

NO

*C. Polygraph Project: As a direct result of a most successful technical demonstration held on 14 May 1986, the Office of Logistics, Printing & Photography Division, (OL/P&PD) will provide the Office of Security, Polygraph Division (OS/PD) with a set of technical drawings and an audio/video equipment list that will enable PD to better meet their training requirements. This project is part of ongoing assistance provided to PD by P&PD. The suspense date for this project is 19 May 1986.

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of Sanitized Copy Approved for Release 2011/06/10 : CIA-RDP89-00063R000200170013-4 is concluding the Division's baseline survey. The purpose of the study was to provide P&PD with a global overview of production and personnel requirements. Thus far, the survey has revealed interesting statistics that will enable P&PD's management to plan for current production expansion as well as provide a growth pattern that will allow P&PD to plan for future expansion. After the finalization of this study, P&PD representatives will conduct a study of the photographic requirements.

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PD
E. The Office of Logistics, Printing and Photography Division (OL/P&PD) time-lapse filming of the new building construction is continuing after four years duration. The Chief of the New Building Project Office (C/NBPO) is requesting information from P&PD to see if this project should be continued or altered.

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F. The Office of Logistics, Printing and Photography Division (OL/P&PD) has worked this past five weeks on a special audio production titled "Spanish Survival", for DDA/OTE. This program involved sound recording of several narrators, selecting special effects, music selections, and editing and mixing of these audio tracks onto a final release audiotape. This particular project required 174 man hours plus a total of 54,000 feet of audio handling.

II. Significant Events Anticipated During the Coming Week

None

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 20 MAY 1986

1. Progress report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred
During the Preceding Week:

A. DAS

(1) A cable is being authored that will request a copy of the automated accountable property software being used by [redacted] If the present investigation of this system results in system approval, it has potential for world wide application where CRAFT systems are available.

(2) Three Delta Data floppy disk drives have been acquired from surplus sources. They have potential application at MD where DOA personnel could meet security requirements in interacting with several SD ADP applications. A trip to this facility is being proposed for the C/TG to evaluate their data processing requirements. [redacted]

(3) OIT representatives are in the process of assembling and connecting the bar code testing facility in DCB/SD. Upon completion of this installation bar code enhancements and new applications can be developed and tested without interfering with the production side. [redacted]

B. HCRB

(1) The Claims Review Officer, [redacted] gave a one and a half hour presentation on personal property claims at the Field Administration Course [redacted] on 13 May 1986. Such presentations are part of the HCRB's continuing effort to familiarize Agency personnel with [redacted] dealing with personal property claims procedures, maximum amount payable for a valid claim, and category limits for certain types of property.

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 20 MAY 1986

C. Records Management

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(1) On 16 May 1986 a representative of the Data Administrative Service met with two OIS representatives and the data base manager for the OL systems, Authority and Budget, to continue work on the machine readable records control schedule. The scheduling of these two systems were completed.

Regulations.

(1) IMSS actions on regulations included the following:

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REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT
FOR PERIOD ENDING 20 MAY 1986

1. Progress Report Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest That Have Occurred
During the Preceding Week:

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Although the purpose and intent of the security briefing may be changing, the opportunity should not be missed to pursue this request in whatever way is appropriate.

On 19 May, members of RECD attended a meeting with representatives of Supply Division, Procurement Division, and Office of Security to discuss this requirement. RECD is now evaluating various methods of acquiring this space and will brief the Acting Director of Logistics on a recommended course of action as soon as possible.

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b. Asbestos Management by General Services Administration -
On 13 May 1986 representatives ~~of the~~ ^{Real Estate and Construction Division} ~~Real Estate Branch (REB), Field Engineering Branch, and External Buildings Operations Branch,~~ RECD/OL attended a General Services Administration (GSA) program on managing asbestos. GSA is inspecting all existing federal buildings and leased space for asbestos containing materials (ACM). If friable ACM conditions are found, action will be taken to remove, encapsulate, or enclose the material.

yes

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SUBJECT: Real Estate and Construction Division Weekly Report for
the Period Ending 20 May 1986

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stem

At the Ames Building, asbestos has been found in the return air plenum and removal will be undertaken in mid-August or as soon as the space can be vacated. At Key Building, the owner has certified compliance with Occupational Safety and Health Administration Standards as well as those of the Environmental Protection Agency. REB has requested the results of the GSA inspection of all other Agency-occupied buildings.

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S E C R E T

SUBJECT: Real Estate and Construction Division Weekly Report for the
Period Ending 20 May 1986

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p. Real Estate Branch Representative Attends Management Concepts Course - A Real Property Officer from Real Estate and Construction Division, OL, attended a course entitled "Federal Real Property Leasing" on 12-16 May 1986. This course was given by Management Concepts Incorporated, and was held in Tysons Corner, Virginia. This course was designed to focus on the format used by the General Services Administration on leasing commercial property. The course was both relevant and informative, and will be of assistance when leasing for our Agency's space requirements.

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3. Significant Events Anticipated During the Coming Week:

None

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S E C R E T

WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD
ENDING 21 MAY 1986

1. Progress Report on Tasks Assigned by the DCI/DDCI:

None.

2. Items or Events of Major Interest that have Occurred
the Preceding Week:

25X1 *NU* a. Headquarters Forms Catalog, March 1986, has been printed. Distribution is being made by Information Resource Management Division.

25X1 *NU* b. Two immediate requisitions, valued at \$56,660, were processed for Information Management Staff for the procurement of Wang Computer Systems.

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h. Data Control Branch (DCB) has completed deleting records from the LCN-INDEX file for FY-84 in the ICS. The total number of records that were deleted for this particular year is [] freeing up valuable space on the data base. []

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i. On Monday, 19 May, installation was begun on the Bar Code Test Facility residing in Data Control Branch (DCB). This facility will consist of two IBM PC's and disk drives, an Epson printer, a Xerox 2700 laser printer as well as two standby power systems. This system will emulate the production Bar Code equipment []

3. Significant Events Anticipated During the Coming Week:

None.

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Distribution:

- 1 - D/OL (Only att)
- 1 - OL/SD w/att
- 1 - OL/SD/OSB Official w/att
- 1 - OL/SD/MD w/o att

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- 1 - OL/SD/IMSS (only att)
- 1 - OL/SD/OSB Chrono w/o att
- 1 - OL/SD/OSB/DC w/att
- 5 - All OL/SD Branches w/o att

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